

From: Jamie Woodlief [jamie.woodlief@ncpublicschools.gov]
Sent: Wednesday, February 10, 2010 1:12 PM
To: More at Four Contract Administrators; More at Four Program Contacts
Cc: OSR Staff
Subject: 2009-10 MAF Monitoring Process

To: All MAF Contractors and Program Contacts

Please be advised of the 2009-2010 MAF monitoring process. To reduce travel costs, a combination of desktop and site visits will be used for the monitoring review process as defined below.

- A sampling of counties will receive an on-site contractor monitoring visit within the February through May 15th timeline. Program Consultants will schedule visits with selected Contractors.
- OSR Consultants will schedule phone and/or virtual monitoring conferences with the remaining contractors for March or April. These conferences will review the *Contractor Monitoring Tool*. Contractors are asked to mail the *Contractor Monitoring Tool* to regional OSR Program Consultants by February 28, 2010.
- OSR will send copies of the *Fiscal/Contracts Monitoring Worksheet* with county-specific information to More at Four Contractors in advance of monitoring conferences to facilitate the process. The Contractor will have an opportunity to review the *Worksheet* prior to the monitoring conference, review documents on file and be prepared to discuss needs or questions.
- If issues/questions/concerns emerge that cannot be resolved using the desktop review and monitoring conference, a county monitoring visit may be scheduled.

Please contact your [OSR program consultant](#) if you have any questions. Thank you.